



**UNIVERSITY OF MASSACHUSETTS
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MEMORANDUM

DATE : November 4, 2005
TO: All workers in the Holden Lab
FROM: James F. Holden, Graduate Program Director
RE: General lab safety guidelines

As the Principle Investigator of the Holden lab, I hope to create a laboratory atmosphere that is educational, productive, collegial, enjoyable and most importantly safe. In order to maintain the latter point as much as possible, I have established a set of laboratory safety guidelines that will need to be followed in order to work in my lab. Please read through these guidelines and ask me questions there is something that is not clear. Once you have read and understand these guidelines, please sign and date this memo at the end and return it to me. This list of guidelines is not exhaustive and your best judgment and my advice will be necessary for certain laboratory procedures not covered here.

1. Eye protection **MUST** be worn when ever you are working with any hot or caustic liquids or any sealed container that is either under vacuum or pressure. This includes working with growing hyperthermophile cultures and degassing of liquids at the manifold. I recommend that eye protection be worn anytime you are working at the bench.
2. **NEVER** autoclave a sealed bottle, especially those containing liquids. Never heat any sealed bottle containing a liquid to temperatures above the 1 atm boiling point of the liquid unless proper safety precautions are in place. These must be checked by me prior to use.
3. Always wear a lab coat and gloves when working at the bench. Open-toes shoes and shorts are **NOT** to be worn when working at the bench and are not recommended at any time while in the lab.
4. Eating and drinking are **NOT** permitted in the lab. Please do **NOT** discard any food wrappers or containers in the lab as even this is a violation of EPA rules.
5. Use appropriate gloves, aprons and face shields for lab procedures. Be sure that the gloves that you are using will really protect you. Use a face shield when using an unshielded UV transilluminator.
6. **ALL** solutions you make must be properly labeled with the appropriate sticker. Indicate whether there is any hazard associated with the liquid using the safety diamond.

I acknowledge that I have read and understand these safety guidelines and will practice them while working in the Holden Lab.

Name (sign and print)

Date